

C O P Y

Chief, Finance Division

21 November 1956

Chief, Travel Section

Travel Activity Report

JOB NO. _____ BOX NO. _____ FLD NO. 1 DOC. NO. 7 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S SECRET JUST. 22
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NO. PCS 1 CREATION DATE _____ ORG COM 238 OPI 30 ORG CLASS S
REV CLASS C REV COORD. _____ AUTH: HR 70-3

1. Listed below is the weekly activity report of the Travel Section for the period 14 November 1956 - 20 November 1956:

| | FOREIGN | DOMESTIC | TOTAL |
|---------------------------------------|---------|----------|-------|
| Vouchers on hand COB 13 November 1956 | 75 | 290 | 365 |
| Received during period | 193 | 588 | 781 |
| Totals for Processing | 268 | 878 | 1,146 |
| Processed | 191 | 420 | 611 |
| Vouchers on hand COB 20 November 1956 | 77 | 458 | 535 |

2. The Travel Section has on hand 48 vouchers received prior 6 November 1956. (None before 2 October 1956)

3. The Travel Section has forwarded to various carriers 23 Requests for Refund of unused transportation and processed payment from carriers for 8 Requests previously furnished.

4. The Travel Section processed 106 clearances during the above period.

5. The Travel Section prepared and sent to the field 7 dispatches.

6. The Travel Section has assigned to it 11 individuals and during the above period a total of 411 man hours were worked.

/s/

25X1A9A

CONCUR: _____

Chief, Payroll and Travel Branch

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